

Program and the Program for the Physically Handicapped.

III. The Training Branch, under the direction of the Chief, A&TD, Office of Security is composed of two (2) professional security officers and one secretary. Its function is to ^aprovide comprehensive security training program for the Agency by giving security briefings to all new EOD's to the Agency, ^{by} assisting OS employees in obtaining both Agency and external training and ^{by} advising the OS Career Board on training matter. This training program encompasses the following activities:

A. Lectures and Briefings -

1. All EOD's are provided two security orientation briefings within the first two weeks of entering on duty.
 - a. ⁴ One and one-half hour briefing on the security regulations (twice a month).
 - b. ⁴ Six-hour briefing on the hostile threat (twice a month).
 - c. A special one-half hour briefing for new clerical employees (twice a month).
2. Preparing for Overseas (OTR) ^A - ^A One and one-half hour talk on security problems overseas, about 10 times a year.
3. ARFCOS (DOD) ^A - ^A One and one-half ^{hour} talk on the Soviet courier system, and security problems, about 11 times per year.

4. Administrative Procedures Course (OTR) -
A One-hour talk on personnel security, about seven times per year.
 5. Basic Operations Course (OTR) - ^AThree-hour talk on interrogation and polygraph, about twice a year.
 6. GI Operations Course (OTR) - ^ATwo-hour talk on interrogation, about three times a year.
 7. All summer employees are given ~~one~~ one 1-hour briefing on the security regulations and another two-hour briefing on the hostile threat every week between 1 May and mid-July.
 8. Three times a year the Training Branch gives a special EOD security briefing to new Commo employees lasting about three hours.
 9. Twice a year Training Branch gives a three hour security orientation to the wives of Commo personnel going overseas.
- B. OS Training Courses - The Training Branch presents the following courses for OS personnel:
- 10 Physical Security Course - two weeks, twice a year.
 2. The Survey Course - two weeks, 2 or 3 times a year.
 - 25X1A 3. Security Officers [REDACTED] Course - one week, once a year.
 - 25X1A 4. [REDACTED] Security Course - three hours,

five times a year

5. Security Officers Training Course - 2-1/2 months, once a year.
6. Special Agent's Training Course - two weeks, once a year.

Each of the courses requires preparation and coordination of a course schedule, and preparation and administration of course critiques. The Training Branch is also called upon to support the Director of Security, the Security Committee of the USIB and OS components, in organizing special programs and courses, procuring films, and providing technical support to these programs.

- C. Training of Overseas Assignees - Administration of training for OS overseas assignees requires:
 1. Registration of individual for OTR courses
 2. Maintenance of T&A records for students during training period
- D. Senior School Administration -
 1. Processes^{ing}~~es~~ approximately 50 requests per year for OS nominations to Senior Schools and external management programs administered by OTR and the Training Selection Board.
 - a. The initial request for nominations is first forwarded through Chief, A&TD for OS Career Service Board action, along

with a synopsis outlining prerequisites as to age and grade, any school requirements, the application of the school to OS personnel, the names of those who have been nominated or attended the school in the past, and their comments as to the value of the school to themselves and the Office of Security.

- b. A nomination by the OS/CSB then requires the assembly of nomination papers, including the nominating statement, biographic profile and fitness reports, for forwarding to the DDA over the signature of the Director of Security.
- c. If approved by the DDA and the Training Selection Board, the nominee is briefed on the program, assisted with registration forms and the External Training Request is prepared and sent to OTR.
- E. Internal Training Administration - Processes ^{ing} ~~es~~ 300 to 500 training requests per year requiring close coordination with OTR, OTS, OC or other Agency components providing training. This requires internal coordination, preparation of Form 73, notification of acceptance, provision of instructions, and finally documentation of records to credit individual for

successful completion of the training.

- F. External Training Administration - Processes^{ING}
approximately 60 requests for external training per year.
- G. Surveys, Reports and Special Projects -
Periodically furnishes^{ING} various Agency Management Groups with reports on course objectives, number of students, type of instruction, subject matter covered, approximate cost of course, etc.
- H. Security Reindoctrination Program - Periodically prepares^{ING} and presents^{ING} an Agency-wide Security Reindoctrination Program. Presentations projected to commence in early 1975 will entail approximately sixty lectures.

IV. The Logistics Branch, under the direction of the Chief, A&TD, Office of Security is composed of a Logistics Officer and a Logistics Assistant. Its function is to provide logistical support to the Office. This logistical support encompasses the following activities:

- A. Developing logistics plans, programs and policies.
- B. Preparing Logistics Annex's to security plans, programs and projects.
- C. Providing supplies, equipment, printing and reproduction support, and miscellaneous services.
- D. Serving as Accountable Officer for all OS property.
- E. Administering stock accounting system for Accountable Property.

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible for providing two sessions of briefing to all employees within their first two weeks of employment.
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ACTIVITY CODE: II, E, (c), 1

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

25X1A

DATE:

What is (are) our reference(s) for this activity? Date(s)? 8 NOVEMBER 1963
[REDACTED]

Is (are) the reference(s) still in force? Yes X No
Who is (are) the beneficiary(ies) of this activity?

NEW AGENCY EMPLOYEES

Do you feel the activity is still necessary? Yes X No
Do(es) the beneficiary(ies) feel it is still necessary? Yes X No
Can the activity be done more efficiently or less costly? Yes X No
If so, how? AUTOMATED VISUAL AIDS - MORE TIME TO COVER
ADDITIONAL TOPICS

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes No X
If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes No X If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes No X If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes No X
If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes No X If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible for providing a briefing on Security problems overseas to Agency employees for an overseas assignment.
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ACTIVITY CODE: II, E, (c), 2 COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? 8 Nov 1963
[REDACTED] 25X1A

Is (are) the reference(s) still in force? Yes X No
Who is (are) the beneficiary(ies) of this activity?

OS TRAVELERS

Do you feel the activity is still necessary? Yes X No
Do(es) the beneficiary(ies) feel it is still necessary? Yes X No
Can the activity be done more efficiently or less costly? Yes No X
If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes No X
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes No X If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes No X If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes No X
If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes No X If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for providing a briefing on the Soviet
Courier System to courses at the Armed
Forces Courier Service school, Department
of Defense.

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ACTIVITY CODE: II, E, (c), 3

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

25X1A

DATE:

What is (are) our reference(s) for this activity? Date(s)? 17 APRIL 1968

SSC - 0122 - 68

Is (are) the reference(s) still in force? Yes ☒ No ☐

Who is (are) the beneficiary(ies) of this activity?

ARFCOS

Do you feel the activity is still necessary? Yes ☒ No ☐

Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐

Can the activity be done more efficiently or less costly? Yes ☐ No ☒

If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes ☐ No ☒

If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes ☒ No ☐

If so, how? DOES NOT AID AGENCY SECURITY DIRECTLY. TRAINING
ASSISTANCE FOR NEW ARFCOS COURTIERS

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes ☐ No ☒ If so, what?

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IDENTIFICATION OF ACTIVITY: The Office of Security component responsible for providing a briefing on personnel security
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at the OTR Administrative Procedures Course.

ACTIVITY CODE: II, E, (c), 4

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? 8 Nov 1963
Verbal Request from OTR [redacted]

25X1A

Is (are) the reference(s) still in force? Yes X No
Who is (are) the beneficiary(ies) of this activity?

OTR TRAINERS

Do you feel the activity is still necessary? Yes No X
Do(es) the beneficiary(ies) feel it is still necessary? Yes X No
Can the activity be done more efficiently or less costly? Yes No X
If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes No X
If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes No X If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes No X If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes X No
If so, how? *SUFFICIENT NUMBER OF SECURITY BRIEFINGS*

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes No X If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020035-1
providing briefing on interrogation
and polygraph at the OIR Basic Operations
Course.

ACTIVITY CODE: II, E, (c), 5

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? 1965
Verbal Request from [redacted] 25X1A
OTR based on

Is (are) the reference(s) still in force? Yes ☒ No ☐
Who is (are) the beneficiary(ies) of this activity?

Agency employees

Do you feel the activity is still necessary? Yes ☒ No ☐
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
Can the activity be done more efficiently or less costly? Yes ☐ No ☒
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes ☒ No ☒
If so, where and why? *9/ could be done by OS/PS/OSO/IB personnel*

Can another component do the activity more efficiently? Less costly?
More properly? Yes ☒ No ☐ If so, which component and why?

*IB. 9/ the TB does not have experienced personnel,
IB would have to do the job*

Does the activity include anything questionable in the light of
Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes ☐ No ☒
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes ☐ No ☒ If so, what?

ACTIVITY CODE: II, E, (c), 6

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?

*Verbal request from OTR
based on →*

25X1A

Is (are) the reference(s) still in force? Yes X No

Who is (are) the beneficiary(ies) of this activity?

Agency employees

Do you feel the activity is still necessary? Yes X No
Do(es) the beneficiary(ies) feel it is still necessary? Yes X No
Can the activity be done more efficiently or less costly? Yes No X
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes X No X
If so, where and why?

1B. They have the expertise.

Can another component do the activity more efficiently? Less costly?
More properly? Yes X No If so, which component and why?

1B. They have the expertise.

Does the activity include anything questionable in the light of
Watergate? Yes No X If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes No X
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes No X If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible for providing summary and briefings on security regulations and the hostile threat.

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ACTIVITY CODE: II, E, (c), 7

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? 8 Nov 1963

25X1A

Is (are) the reference(s) still in force? Yes ☒ No ☐
Who is (are) the beneficiary(ies) of this activity?

new Agency employees

Do you feel the activity is still necessary? Yes ☒ No ☐
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
Can the activity be done more efficiently or less costly? Yes ☐ No ☒
If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☐ No ☒
If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☐ No ☒ If so, what?

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IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for providing a special EOD security briefing
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ACTIVITY CODE:II, E, (c), 8

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? 8 Nov. 1963

25X1A

Is (are) the reference(s) still in force? Yes X No
Who is (are) the beneficiary(ies) of this activity?

new Agency employees

Do you feel the activity is still necessary? Yes X No
Do(es) the beneficiary(ies) feel it is still necessary? Yes X No
Can the activity be done more efficiently or less costly? Yes No X
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes No X
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes No X If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes No X If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes No X
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes No X If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible for providing a security orientation briefing to wives of Commo employees accompanying their husbands on an overseas assignment.

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ACTIVITY CODE:II, E, (c), 9

COMPONENT: OS/P&M/A&TD/Training Branch

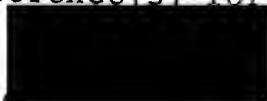
EVALUATION:

DATE:

25X1A

What is (are) our reference(s) for this activity? Date(s)? 8 Nov 63

*Verbal request from
office of Commo based on*



Is (are) the reference(s) still in force? Yes ☒ No ☐

Who is (are) the beneficiary(ies) of this activity?

wives of Agency employees traveling overseas

Do you feel the activity is still necessary? Yes ☒ No ☐
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
Can the activity be done more efficiently or less costly? Yes ☐ No ☒
If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☐ No ☒
If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☐ No ☒ If so, what?

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IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for administering the Office of Security

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ACTIVITY CODE: II, E, (c), 10

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

25X1A

DATE:

What is (are) our reference(s) for this activity? Date(s)? 24 Sept 1974

Precedent based on

Is (are) the reference(s) still in force? Yes ☒ No ☐
Who is (are) the beneficiary(ies) of this activity?

OS employees with same specifications

Do you feel the activity is still necessary? Yes ☒ No ☐
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
Can the activity be done more efficiently or less costly? Yes ☐ No ☒
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes ☒ No ☐
If so, how?

*TB merely coordinates for more efficiency. It does not
conduct the training*

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes ☒ No ☐ If so, what?

almost any thing

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IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for administering the Office of Security
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Survey Course

ACTIVITY CODE:II, E, (c), 11

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? 24 Sept 1977

Precedent based on:

25X1A

Is (are) the reference(s) still in force? Yes ☒ No ☐

Who is (are) the beneficiary(ies) of this activity?

OS employees with some exceptions

Do you feel the activity is still necessary? Yes ☒ No ☐

Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐

Can the activity be done more efficiently or less costly? Yes ☐ No ☒

If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☐ No ☒

If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☒ No ☐

If so, how?

TB merely coordinate for more efficiency. It does not conduct the training

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☒ No ☐ If so, what?

almost anything

ACTIVITY CODE: II, E, (c), 12

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? 24 Sept 1974

Precedent based on

25X1A

Is (are) the reference(s) still in force? Yes X No
Who is (are) the beneficiary(ies) of this activity?

OS employees travelling overseas

Do you feel the activity is still necessary? Yes No X
Do(es) the beneficiary(ies) feel it is still necessary? Yes No
Can the activity be done more efficiently or less costly? Yes X No
If so, how? *course.*

*This is given infrequently and has been supplanted by a
more personal training program.*

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes No X
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes No X If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes No X If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes X No
If so, how?

this course has been replaced.

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes X No If so, what?

almost any thing

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible for administering the Office of Security

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25X1A

ACTIVITY CODE: II, E, (c), 13 COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What is ~~(are)~~ our reference(s) for this activity? Date(s)?

Memo from DC Africa Support Staff, 26 April 1974

Is ~~(are)~~ the reference(s) still in force? Yes ☒ No ☐

Who ~~is~~ (are) the beneficiary(ies) of this activity?

All Agency personnel from all components, particularly employees and dependents destined for overseas assignments

Do you feel the activity is still necessary? Yes ☒ No ☐

Do ~~(as)~~ the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐

Can the activity be done more efficiently or less costly? Yes ☒ No ☐

If so, how? *By remodeling Room GA-13 to have displays and equipment permanently in place. This would eliminate set-ups and break-down time and transport of this equipment.*

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☐ No ☒

If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☐ No ☒ If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☐ No ☒ If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible for the activity is the Office of Security's Security Officers Training Course.

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ACTIVITY CODE: II, E, (c), 14

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What ~~is~~ (are) our reference(s) for this activity? Date(s)?

Memo to C/PP&AD from C/TB dated 23 April 1974
OS Career Board Minutes 8 May 1974 approving course.

~~Is~~ (are) the reference(s) still in force? Yes ☒ No ☐

Who is (are) the beneficiary(ies) of this activity?

New professional employees in OS but not limited to OS students.

Do you feel the activity is still necessary? Yes ☒ No ☐

Do ~~es~~ the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐

Can the activity be done more efficiently or less costly? Yes ☒ No ☐

If so, how? *By eliminating certain portions, e.g. Audio Operations Management and IWA.*

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☐ No ☒

If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☒ No ☐

If so, how? *As stated above in paragraph three.*

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☐ No ☒ If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible for administering the Office of Security Special Agents Training Course.

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ACTIVITY CODE:II, E, (c), 15

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What is ~~(are)~~ our reference(s) for this activity? Date(s)?

25X1A

Is (are) the reference(s) still in force? Yes ☒ No ☐

Who is (are) the beneficiary(ies) of this activity?

Professional employees who will be assigned as Investigators or investigative managers.

Do you feel the activity is still necessary? Yes ☒ No ☐

Do ~~(s)~~ the beneficiary~~x~~(ies) feel it is still necessary? Yes ☒ No ☐

Can the activity be done more efficiently or less costly? Yes ☐ No ☒

If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☐ No ☒

If so, where and why?

Can another component do the activity more efficiently? Less costly?

More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☐ No ☒

If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☐ No ☒ If so, what?

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IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for the registration of Office of Security

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ACTIVITY CODE: II, E, (c), 16

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

25X1A

What ~~is~~ (are) our reference(s) for this activity? Date(s)?

~~is~~ (are) the reference(s) still in force? Yes ☒ No ☐
Who is (are) the beneficiary(ies) of this activity?

all OS staff and contract employees.

Do you feel the activity is still necessary? Yes ☒ No ☐
Do ~~es~~ the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
Can the activity be done more efficiently or less costly? Yes ☐ No ☒
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes ☐ No ☒
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes ☐ No ☒ If so, what?

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*Cancel this as one of the activities of
Training Branch - for purposes of this
report*

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for maintaining T&A records of Office of
Security Studies and Training Branches.
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ACTIVITY CODE: II, E, (c), 17

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?

Is (are) the reference(s) still in force? Yes _____ No _____
Who is (are) the beneficiary(ies) of this activity?

Do you feel the activity is still necessary? Yes _____ No _____
Do(es) the beneficiary(ies) feel it is still necessary? Yes _____ No _____
Can the activity be done more efficiently or less costly? Yes _____ No _____
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes _____ No _____
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes _____ No _____ If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes _____ No _____ If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes _____ No _____
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes _____ No _____ If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible for processing Office of Security nominations to Senior Schools and Executive Management programs administered by OTR and the Training Selection Board.

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ACTIVITY CODE: II, E, (c), 18

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What is ~~(are)~~ our reference~~(s)~~ for this activity? Date(s)?

25X1A

~~Is~~ (are) the reference(s) still in force? Yes ☒ No ☐
Who is (are) the beneficiary(ies) of this activity?

Do you feel the activity is still necessary? Yes ☒ No ☐
Do ~~(es)~~ the beneficiary~~(ies)~~ feel it is still necessary? Yes ☒ No ☐
Can the activity be done more efficiently or less costly? Yes ☐ No ☒
If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☐ No ☒
If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☐ No ☒ If so, what?

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IDENTIFICATION OF ACTIVITY: The Office of Security component responsible for OS security, internal and external management programs in their registration processing.

Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020035-1

ACTIVITY CODE: II, E, (c), 19

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?

25X1A

~~Is~~ (are) the reference(s) still in force? Yes ☒ No ☐

Who is (are) the beneficiary(ies) of this activity?

Do you feel the activity is still necessary? Yes ☒ No ☐
Do ~~(es)~~ the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
Can the activity be done more efficiently or less costly? Yes ☐ No ☒
If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☐ No ☒
If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☐ No ☒ If so, what?

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IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for processing the requests of Office of
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Agency components.

ACTIVITY CODE: II, E, (c), 20

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?

N/A

Is (are) the reference(s) still in force? Yes _____ No _____

Who is (are) the beneficiary(ies) of this activity?

N/A

Do you feel the activity is still necessary? Yes X No _____
Do (es) the beneficiary(ies) feel it is still necessary? Yes X No _____
Can the activity be done more efficiently or less costly? Yes _____ No X
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes _____ No X
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes _____ No X If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes _____ No X If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes _____ No X
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes _____ No X If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
for processing the requests of Office of
Security personnel for external training.
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ACTIVITY CODE:II, E, (c), 21

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? 13 Dec 1972
Fulfill OS responsibilities to OTR according to [REDACTED] 25X1A

Is (are) the reference(s) still in force? Yes X No
Who is (are) the beneficiary(ies) of this activity?

OS employees

Do you feel the activity is still necessary? Yes X No
Do(es) the beneficiary(ies) feel it is still necessary? Yes X No
Can the activity be done more efficiently or less costly? Yes No X
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes No X
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes No X If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes No X If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes X No
If so, how? *Because it does not affect Agency security directly*

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes No X If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible for preparing surveys and reports for various
Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020035-1 course objectives, number of students, cost subject matter, type of instruction, etc.

ACTIVITY CODE: II, E, (c), 22

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

25X1A

What is (are) our reference(s) for this activity? Date(s)? *24 Sept 1974*
Fulfill OS responsibility to assist OTR in carrying out management studies according to [REDACTED]

Is (are) the reference(s) still in force? Yes X No

Who is (are) the beneficiary(ies) of this activity?

OTR

Do you feel the activity is still necessary? Yes X No

Do(es) the beneficiary(ies) feel it is still necessary? Yes X No

Can the activity be done more efficiently or less costly? Yes No X

If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes No X

If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes No X If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes No X If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes X No

If so, how?

not directly impacting on security

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes No If so, what?

NA

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible for preparing and presenting an Agency-wide
Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020035-1

ACTIVITY CODE: II, E, (c), 23

COMPONENT: OS/P&M/A&TD/Training Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?

25X1A

7 June 1957

Is (are) the reference(s) still in force? Yes X No X
Who is (are) the beneficiary(ies) of this activity?

all agency employees

Do you feel the activity is still necessary? Yes No X
Do(es) the beneficiary(ies) feel it is still necessary? Yes No ?
Can the activity be done more efficiently or less costly? Yes No X
If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes No X
If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes No X If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes No X If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes X No

If so, how? *Change each area security officer to conduct a security education program within his own organization. An especially tailored program for each directorate would be more valuable than a general program.*

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes X No If so, what?

NA

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

25X1A

FROM:

Policy and Plans Group

EXTENSION

x5311

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Chief, Training Branch

2.

4.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Under Objective B57104 the Office of Security will review and validate all Office of Security functions, activities...to ensure effectiveness, economy and efficiency. The attached documents represent two milestones under that objective. Milestone 1, the components identified their functions and activities. Milestone 2 was establishment of a format for evaluating these...activities. It is requested that the Training Branch Officers review the attachment and:

- Certify that there are no deletions/corrections/additions to be made to the previous listing submitted by your office.
- Review the Identification of Activity statement on each evaluation sheet to ensure it fully equals to the comparable activity from your offices listing
- Use the attached format to evaluate each individual activity.